

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
D.C. Office of Personnel**

**District Personnel Manual Issuance System**

This bulletin should be filed  
behind the divider for Part III of  
DPM Chapters(s) 12

**DPM Bulletin No. 12-211**

**SUBJECT:** Special Incentive Authorized by the Mayor for the  
50<sup>th</sup> Annual One Fund Campaign

**Date:** November 24, 2004

The purpose of this bulletin is to inform employees of a special incentive authorized by the Mayor for the **50th Annual District Government Employees' One Fund Drive**. The purpose of the incentive is to motivate employees and assist the District government in its effort to raise \$1.5 million for the 50<sup>th</sup> One Fund Campaign.

In accordance with Chapter 12 of the District Personnel Manual (DPM) – Hours of Work, Legal Holidays and Leave, Part II, Subpart 10, Excused Absences, and subject to supervisory approval, District government employees who pledge **at least 1% of their salary as Fair Share Givers** to the 50<sup>th</sup> Annual District Government Employee's One Fund Drive will be granted 8 hours of excused absence. District government employees who pledge at least \$52.00 to this year's drive will be granted 2 hours of excused absence. In previous years, a single kick-off ceremony was held to commence the District's One Fund campaign. This year each agency will conduct an individual agency kick-off ceremony between December 2, 2004 and December 31, 2004. **An employee will be eligible to receive the excused absence only if he or she signs up as a Fair Share Giver or pledges to donate at least \$52.00 on the day of his or her agency's kick-off.**

The use of excused absence as described above must be approved in advance by the employee's supervisor and must be used during calendar year 2005.

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Lisa R. Marin, SPHR  
Acting Director of Personnel

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*Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, ' 1.3.]*

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**Distribution:** Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

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